CITY OF WILLMAR

PLANNING COMMISSION MEETING 7:00 P.M. ON WEDNESDAY, APRIL 15, 2020 VIRTUAL GoTo MEETING

Chair: Christina NelsonVice Chair: Rolf Standfuss

Members: Steve Gardner, Jeffery Kimpling, Cletus Frank, Jonathan Marchand, Terry

Sieck, Dr. Jerry Kjergaard, and Khalif Ahmed Bashir.

AGENDA

- 1. Meeting Called to Order
- 2. Minutes of February 19, 2020 meeting
- 3. 7:01p.m. Renaissance Zone District Text Amendment
- 4. 7:02p.m. Pleasant View Drive Rezoning R-2 to R-4 (City Initiated)
- 5. Thein Sale of City-Owned Property
- 6. CABHS Sign Permit
- 7. Miscellany
- 8. Adjourn

WILLMAR PLANNING COMMISSION CITY OF WILLMAR, MN WEDNESDAY, FEBRUARY 19, 2020

MINUTES

- 1. The Willmar Planning Commission met on Wednesday, February 19, 2020, at 7:00 p.m. at the Willmar City Offices Conference Room #1.
 - ** Members Present: Christina Nelson, Rolf Standfuss, Jeff Kimpling, Steve Gardner, Jonathan Marchand, Cletus Frank, and Terry Sieck.
 - ** Members Absent: Khalif Ahmed Bashir and Dr. Jerry Kjergaard.
 - ** Others Present: Sarah Swedburg Planner, David Ramstad, PhD Planning and Development Director, Shelby Lindrud West Central Tribune, Aaron Backman Kandiyohi County & City of Willmar EDC Director.
- 2. <u>MINUTES</u>: Minutes of the January 8 & February 5, 2020 meetings were approved as presented.
- 3. PAFFRATH PHLATZ MINOR SUBDIVISION FILE NO. 19-04: Staff reviewed a preliminary plat on behalf of Justin Paffrath representing 409, LLC of Spicer, MN for the minor subdivision of property described as follows: East 151.2 feet of the North 98.5 feet of Lot 7, Barnstad's Second Addition (908 & 910 15th St SW). This subdivision accompanies a CUP approved on November 20, 2019, and is intended for an existing twin home to be split along the party wall & allow for separate ownership of the dwelling units. This item was tabled in November for staff to further research a solution to the shared water & sewer lines as well as park dedication fee requirements.

Mr. Gardner made a motion, seconded by Mr. Kimpling, to remove the item from the table. The motion carried.

The Planning Commission reviewed and discussed staff comments (see Attachment A). Staff informed the commission that precedent was found from action in 2008 to allow the shared utilities to be covered under declarations/covenants. This allowance is reflected in Staff's recommended conditions.

The Commission confirmed their desire to not require park dedication fees for this Minor Subdivision, as the fee requirements are excessive in comparison to the scope of this project, unnecessary due to no net new dwelling units, and that this project allows for continuation of affordable housing in the City that is of greater benefit than the Park Dedication fee that the City would receive.

The Planning Commission reviewed and made affirmative findings of fact as per Subdivision Ordinance Section 14-102(e)1-7.

Mr. Gardner made a motion, seconded by Mr. Standfuss, to approve the preliminary plat and forward to City Council with the following conditions:

- A. Declarations/covenants for party wall, exterior maintenance, & shared driveway shall be submitted to Staff and recorded concurrently with plat for ease of tractability.
- B. A separate water service shall be installed for the proposed Lot 1, Block 1 dwelling unit, as required by MUC, or the shared portion of the water line shall be covered in the declarations/covenants.
- C. All Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.

The motion carried.

4. RENAISSANCE OVERLAY DISTRICT INCENTIVES PACKAGE REVIEW & DISCUSSION (CONTINUED): Staff reminded the Commission of conversation regarding the Renaissance Overlay District Incentives Package discussion from their last meeting on February 5, 2020. Between Planning Commission meetings, Willmar Main Street held a meeting with Downtown Property Owners to share these visions & ideas; over 30 people attended the meeting at Spurs Restaurant on February 11th. Additionally, staff will be presenting at the next Vision2040 Housing Subcommittee meeting on Monday, February 24th at the Health & Human Services Building.

Dr. Ramstad shared applications that have been drafted for each of the incentives that are being proposed as the Renaissance Zone package. He stressed staff's desire for input during this vetting period & that the package has been shared with nearly 100 people. We want to see this as a living document & pilot program, always open for ideas and discussion.

Mr. Backman with the Kandiyohi County & City of Willmar Economic Development Commission discussed the difference between the Opportunity Zone & Renaissance Zone. One of the most notable differences between the two is the requirement for a sale of land in order to qualify for Opportunity Zone funding to be utilized in the project's cash-flow. Since a few articles have been published in the West Central Tribune, following the development of the Renaissance Zone Incentives, the EDC has been contacted by five different development groups.

The Commission discussed the concept of "open zoning" in this district. Staff explained that an overlay district is different than spot zoning, because we are targeting a specific area with a vision, in this case, to entice creativity and development. Standards are set for the entire area, like a new zoning district, rather than a single parcel.

There was some concern expressed by Commissioners regarding the effects that these incentives and promotion of investment and development may have on lease holders and rising rents. Staff continues to provide opportunities for input and to bring awareness to these opportunities for those that currently have businesses downtown. Staff will be working with the City Attorney to formally draft the Ordinance and Policy to set these incentives into motion. The current timeline is to have the initial drafts ready for approvals by April or early May, so that projects can take advantage of the Renaissance Zone yet this year.

5. There being no further business to come before the Commission the meeting adjourned at 8:01 p.m.

Respectfully submitted,

Sarah Swedburg

Planner

PLANNING COMMISSION – FEBRUARY 19, 2020

STAFF COMMENTS

1. PAFFRATH PHLATZ MINOR SUBDIVISION – FILE NO 19-05:

- The applicant is Justin Paffrath representing 490, LLC of Spicer, MN.
- The applicant is requesting a subdivision that would allow a duplex to be split along a party wall on property described as: East 151.2 feet of the North 98.5 feet of Lot 7, Barnstad's Second Addition (908 & 910 15th St SW).
- The subdivision meets the qualifications of a Minor Subdivision.
- The parcels are accessed off of 15th St SW via a shared driveway.
- The parcels are zoned R-2 (One- and Two-Family Residential).
- A Conditional Use Permit for a PUD has been submitted by the same applicant and the previous item was a review of the application.
- All lots meet the minimum lot size requirements according to PUD Standards.
- No park dedication fees were paid on previous plats. Current Park Dedication fees are estimated at approximately 1,043 square feet or \$1,722, based off of the Kandiyohi County Land Value of \$24,600.

Fire Chief/Fire Marshal: I have reviewed the Paffrath Phlatz Plat. It appears that this area meets our current fire service needs. This may change if building plans are submitted.

MUC: Electric currently served by PED on Southeast corner of lot. Each side of duplex has separate meter.

If individual premises are to be under separate ownership, each premise shall be served by a separate water service.

*In further conversations between City & MUC Staff & Justin Paffrath, it is allowable for the existing shared water and sewer lines to remain in place as long as the proper legal instruments are recorded with the plat to determine responsibilities for future repairs, access, and maintenance.

Engineering Department: No changes are proposed to the public street; none are needed. Sanitary sewer exists in 15th St SW. It is assumed the sewer service will remain unchanged. It is suggested that the applicant address concerns with regard to maintenance of the on-site sanitary sewer system. No changes are needed to the sanitary sewer system.

Considering no changes are proposed to the site, there are no requirements to manage stormwater.

RECOMMENDATION: Approve the preliminary plat with the following conditions:

- A. Declarations/covenants for party wall, exterior maintenance, & shared driveway shall be submitted to Staff and recorded concurrently with plat for ease of tractability.
- B. Park Dedication or Cash in Lieu shall be paid or dedicated prior to recording of final plat.
- C. A separate water service shall be installed for the proposed Lot 1, Block 1 dwelling unit, as required by MUC, or the shared portion of the water line shall be covered in the declarations/covenants.
- D. All Fire Chief/Marshall, Engineering/Public Works, and MUC comments shall be met, adhered to, and additional information supplied as requested.

PLANNING COMMISSION – APRIL 15, 2020

STAFF COMMENTS

1. RENAISSANCE ZONE TEXT AMENDMENT – FILE NO 20-02:

- This Zoning Ordinance amendment is City initiated.
- Implementation of this amendment is the first phase in the creation of the Renaissance Zone.
- This amendment would add a new section establishing a new "Renaissance Zone" overlay district, within which exemptions from the parking standards set in the Willmar Zoning Ordinance, together with other targeted development incentives, such as free building permits.
- Additional language is being created to further substantiate the intended exemptions from other standards set in the Zoning Ordinance.
- This district encompasses the entire federally-designated Opportunity Zone in Willmar as well as includes the area west of the Opportunity Zone where Willmar Municipal Utilities operations currently exist as well as the western Highway 12 corridor that leads into downtown Willmar.
- Staff has vetted this new Overlay District for a number of months with area organizations and stakeholder groups, such as Vision2040 Housing Subcommittee and downtown property owners, as well as with City Staff, City Council & Planning Commission.

RECOMMENDATION: Approve the Zoning Ordinance amendment and forward it onto the City Council for Ordinance introduction and adoption.

2. PLEASANT VIEW DR REZONE R-2 TO R-4 – FILE NO 20-01:

- The request is City-initiated.
- This action would be a rezoning from R-2 (One- and Two-Family Residential) to R-4 (Medium Density Multi-Family Residential) on property described as: Lots 1-3, Block 1, Pleasant View Fourth Addition (1405, 1409, & 1413 14th Ave SE).
- All properties involved are owned by the City & currently undeveloped.
- The current R-2 zoning allows for up to 2 dwelling units on each site. The new R-4 zoning would allow a multi-family structure with 2-5 dwelling units per parcel (2-4 units outright; 5 units with a Plan Review). Units restriction at 5 dwelling units due to the square footage of the parcels (approximately 18,500 sf each).
- The properties to the north are zoned R-4 and all other surrounding parcels are zoned R-2. Additional multi-family housing exists South and Southeast of these parcels (15th St Flats, Dana Heights, etc.).
- This rezone will help fulfill a need for a greater variety of undeveloped property

RECOMMENDATION: Approve the rezone and forward it onto the City Council for Ordinance introduction and adoption.

3. THEIN (PLEASANT VIEW) LAND SALE:

- The purchaser is Sherron Thein.
- The property is described as Lot 1, Block 1, Pleasant View Fourth Addition (1405 14th Ave SE).
- This parcel will be accessed via 14th Ave SE.
- The intent of this property purchase is to move an existing house onto the property with 3 dwelling units. A Plan Review for this request will be on a Planning Commission agenda as soon as a purchase agreement has been approved by City Council.
- Utility access is available for this site.
- The purchaser has agreed to a purchase price of \$19,000, plus remaining special assessments, subject to City Council approval.

RECOMMENDATION: Approve the land sale and forward it onto the City Council for Purchase Agreement approval and Ordinance introduction and approval.

4. CABHS SIGN PERMIT REVIEW – APPLICATION NO 20-12:

- The applicant is Albrecht Sign, on behalf of the Minnesota Department of Human Services Child & Adolescent Behavioral Hospital.
- The request is for freestanding signs located at 2301 Transportation Dr NE.
- The applicant has been approved for a freestanding directional sign of 12.5 square feet.
- The applicant is requesting an additional freestanding monument sign of 32 square feet.
- Zoning Ordinance requires Planning Commission approval of any freestanding sign in a Government/Institution Zone greater than 20 square feet.
- The property has approximately 800 feet of street frontage.
- The sign request is well within the standards of all other allowable freestanding signs in comparison to other Zoning Districts.

RECOMMENDATION: Motion to approve sign application 20-12 as requested.

NOTICE OF HEARING FOR PROPOSED ORDINANCE

Notice is hereby given that the Planning Commission for the City of Willmar will meet on Wednesday April 15, 2020, at 7:01 p.m. at the City Office Building (Conference Room #1, Main Floor), 333 6th St. SW, to consider an amendment to the City of Willmar Ordinance 1060, known as the Willmar Zoning Ordinance. This amendment would add a new section establishing a new "Renaissance Zone" overlay district, within which exemptions from the standards set in the Willmar Zoning Ordinance will be available, together with other targeted development incentives.

Copies of the proposed ordinance are available at the Willmar City Offices, Planning and Development Department, 333 6th St SW, at no cost.

All are hereby notified of the public hearing. Due to the COVID-19 health pandemic & local and state emergency declarations, all are invited to participate via GoTo Meeting or be represented by counsel to be heard on this matter. To participate in the public hearing, please connect via internet at https://global.gotomeeting.com/join/991372645 or via phone at (408) 650-3123, access code 991-372-645. The Planning Commission meeting agenda and packet can be found on the calendar on the home page of the City's website (www.willmarmn.gov).

April 4, 2020 Sarah J. Swedburg

Date Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficient, por favor comuniquese con Abby al 235-0850 ext. 1100, de Heartland Community Action Agency.

Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

ORDINANCE NO.	

AN ORDINANCE OF THE CITY OF WILLMAR, MINNESOTA AMENDING WILLMAR ORDINANCE 1060, KNOWN AS THE WILLMAR ZONING ORDINANCE BY ESTABLISHING A NEW RENAISSANCE ZONE OVERLAY DISTRICT

The City Council of the City of Willmar hereby ordains as follows:

- Section 1. <u>AMENDMENT OF ORDINANCE 1060, SECTION 6</u>. Ordinance 1060, Section 6 is hereby amended as follows (deleted material is crossed out; new material is underlined; sections and subsections not being amended are omitted):
 - A. <u>DISTRICT SUMMARY.</u> For purposes of this Ordinance, the City of Willmar is hereby divided into zoning districts which shall be designated as follows:

* * * *

- 5. Renaissance Zone.
 - a. The Renaissance Zone is an overlay district encompassing the
 Central Business (CB) district and certain lands adjacent thereto.
 This district offers greater flexibility relative to zoning
 requirements otherwise imposed by the underlying zoning districts
 and is regulated by Section 12 of this Ordinance.

[subsequent paragraphs to be renumbered accordingly]

Section 2. <u>ADOPTION OF NEW SECTION 12 WITHIN ORDINANCE 1060</u>. Ordinance 1060 is hereby amended by adding a new Section 12 as follows:

SECTION 12. RENAISSANCE ZONE OVERLAY DISTRICT.

A. GENERAL PROVISIONS.

- 1. <u>Title.</u> This Section shall be known as the "City of Willmar Renaissance Zone Ordinance".
- 2. <u>Intent and Purpose.</u> The intent and purpose of this Ordinance is to:
 - **a.** Encourage urban commercial and residential development that transforms the Renaissance Zone into a self-sustaining economy that strengthens current businesses and continually attracts new commercial projects.
 - **b.** Celebrate, protect and preserve Willmar's cultural and economic diversity by ensuring there is a demographically representative variety of housing, retail, office space and community events.

- c. Maintain a regionally-demographically-pegged mixture of upper-, middle-, and low-income housing units, so the Renaissance Zone remains a place for everyone in relation to and within a 5 percent deviation from combined levels found within the city and its two-mile extraterritorial subdivision regulation enforcement jurisdiction.
- d. Ensure the Renaissance Zone reflects the cultural heritage and economic diversity of the area by attracting development that increases both the Renaissance Zone's resident population and the number of visitors/patrons to the Renaissance Zone by (a) utilizing a high-density, mixed-use design, (b) repositioning and reinforcing the Renaissance Zone as the cultural, health, and entertainment center of Willmar, and (c) dedicating public spaces and commons areas for events.
- 3. <u>Jurisdiction.</u> The provisions of this Ordinance shall apply to the areas of the City's Central Business district and adjacent lands identified as the Renaissance District on the official Zoning Map, as amended from time to time.
- 4. Applicability and Relation to other Provisions. This Ordinance shall apply to all development within the Renaissance Zone that takes advantage of the alternative processes and provisions contained within this Ordinance. For such development, this Ordinance may impose restrictions on structures and land uses in addition to those applicable to the underlying zoning district. In many cases, this Ordinance provides greater flexibility relative to the regulations applicable to the underlying zoning district. Where this Ordinance expressly conflicts with any other provision of the Willmar Zoning Ordinance, this Ordinance shall prevail. Where there is no express conflict, provisions of this Ordinance and of the Willmar Zoning Ordinance shall be interpreted to give effect to both provisions to the greatest extent possible
- 5. <u>Definitions.</u> Unless specifically defined below, words or phrases used in this Ordinance shall have their common meaning and to give this Ordinance its most reasonable application.

Parking credit. A reduction in the required number of off-street parking spaces required under City of Willmar Zoning Ordinance, Section 4.

Pedestrian-Oriented Landscaping. Landscaping focused on amenities for those walking, including but not limited to, seating, fountains, sculptures, plantings, tables, pedestrian coverings, and lighting.

Renaissance Zone Application. The City of Willmar Renaissance Zone Application, including the main application, the additional forms for specific programs, and any additional documents required by the Zoning Administrator.

B. ADMINISTRATION.

1. <u>Applications.</u> In addition to any applications usually required under the Willmar Zoning Ordinance, a Renaissance Zone Application must be submitted to the Zoning Administrator for all projects within the Renaissance Zone that take advantage of the alternative processes and provisions contained within this Ordinance.

C. PERFORMANCE STANDARDS.

[Reserved]

D. OPEN ZONING.

[Reserved]

E. PARKING.

- 1. OFF-STREET PARKING REQUIREMENTS.
 - a. The off-street parking requirements of Section 4 of the Willmar Zoning Ordinance apply to all buildings, structures, and uses of land constructed, established, or authorized, except Parking Credits may be used to meet said requirements.
 - b. Upon submission of the Renaissance Zone Application and the Parking Reduction application, the Zoning Administrator may issue parking credits not to exceed 50% of the parking requirements under the Willmar Zoning Ordinance, for the following reasons:
 - i. Construction or use of below grade contextual or camouflaged parking;
 - ii. Suitable number of public parking space, if retail or office uses are included;
 - iii. Installation of bike parking;
 - iv. Installation of Electric Vehicle Charging Stations;

V.	Shared car amenities provided by multifamily housing
	management for the use of multifamily housing residents.

F. FEES	١.
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ATTEST:

Judy Thompson, City Clerk

<u>F.</u>	FEES.		
	fee red	ıle, upo uctions	chstanding any other ordinance provision or the City of Willmar Fee in the approval of a Renaissance Zone Application requesting permit an applicant shall not be charged a fee for any the following, rided in subparagraph 2 below:
		a.	Building Permit Fees;
		b.	Land Use Application Fees;
		c.	Sign Permit Fees;
		d.	Sewer Availability Charge; or
		e.	Water Availability Charge.
	subdiv	the Fed	are of any of the fees or charges listed in subparagraph 1 above is eral government, State of Minnesota, or another political ne Zoning Administrator shall charge the applicant the non-City fee.
Section 3. and second pu			DATE. This ordinance shall be effective from and after its adoption
	d after <mark>I</mark>	Decemb	N DATE. This ordinance shall expire and be of no further force or per 31, 2025, unless this ordinance, or any provision(s) thereof, are rate ordinance.
Passed by the	City Co	ouncil o	f the City of Willmar this day of, 2020.
ATTEST:			

Marvin Calvin, Mayor

NOTICE OF HEARING FOR PROPOSED REZONING

Notice is hereby given that the Willmar Planning Commission will meet at the Willmar City Office Building (Conference Room #1, main floor), 333 6th St. SW, Willmar, Minnesota, at 7:02 p.m. on Wednesday, April 15, 2020, to consider the City initiated change in zoning from R-2 (One- and Two-Family Residential) to R-4 (Medium-Density Multi-Family Residential) to allow for more dwelling units to be located on property described as follows: Lot 1-3, Block 1, Pleasant View Fourth Addition (1405, 1409, & 1413 14th Ave SE).

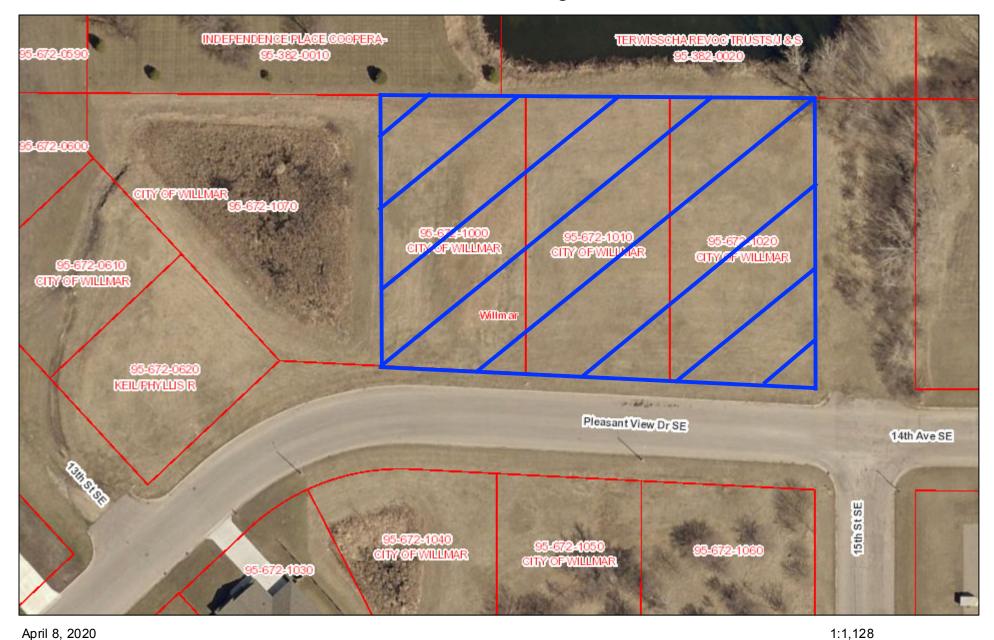
All property owners or residents living in the vicinity of the above-described property are hereby notified of the public hearing. Due to the COVID-19 health pandemic & local and state emergency declarations, interested parties may participate via GoTo Meeting or be represented by counsel to be heard on this matter. To participate in the public hearing, please connect via internet at https://global.gotomeeting.com/join/991372645 or via phone at (408) 650-3123, access code 991-372-645. The Planning Commission meeting agenda and packet (including a specific map) can be found on the Calendar on the home page of the City's website (www.willmarmn.gov).

April 4, 2020 Date Sarah J. Swedburg Planner

Si Usted no lee inglés o si este aviso no contiene una explicación suficient, por favor comuniquese con Abby al 235-0850 ext. 1100, de Heartland Community Action Agency.

Haddii Aadan Akhriyi Karin Ama Aadan Fahmeeynin Ogeeysiiskan, Fadlan Soo Wac: Sahra Gure, West Central Interpreting Services, LLC (320)235-0165 ama (320)441-8555.

Pleasant View Rezoning R-2 to R-4



0.0075 0.015

0.03 mi

Thein Sale of City-Owned Property



Railroad

Waters-Lakes

0.06 km

0.03

0.015

Application Number:	20-12	
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CITY OF WILLMAR SIGN PERMIT APPLICATION

Address of Sign Location: 230	I ransportation RL NE
Business Name: Child - A	dolescent Behoviors Ha
Applicant Name: Albreck	H Sngn - Shari King
Property Owner Name: MN Departm	nent of Human Services
Sign Contractor:	at Sign
	4' 32
Height x Width of Sign (Square Footage):	518"×8'= 45,3 SF
Type of Sign:	Vehicle/Pedestrian Clearance:
Overall Height: 5'8'	_ Setback: CAty.
*Right-of-way location verification is the respons	ibility of the applicant.
Applicant Signature:	1ns Date: 3/4/20
Applicant Phone Number: 163-	985-4984
PERMIT	DETERMINATION
□ Approved □ Denied	Permit Fee:
Zoning Administrator	Date
Office Use	
Fee Amount:	Deposit Amount:
Date Paid:	Payment Type:
Receipt Number:	Payor:





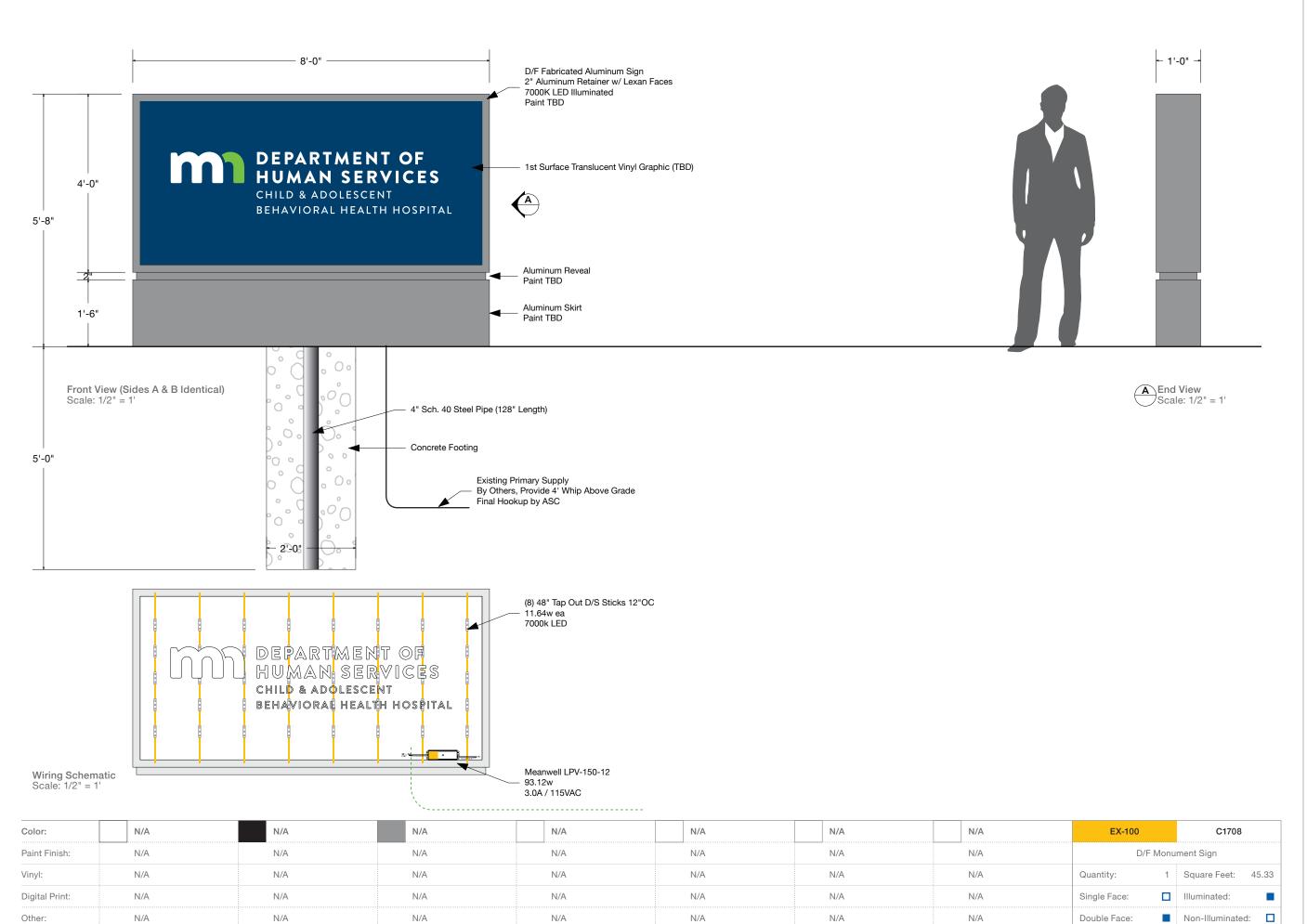


Knutson Construction - Child & Adolescent Behavioral Hospital Willmar, MN





SCHEMATIC PRICING SET	08/1/18
DESIGN DEVELOPMENT PRICING SET	09/17/18
90% State Review Set	01/11/19
CONSTRUCTION DOCUMENTS	02/11/19





DESIGN | FABRICATION | INSTALLATION | SERVICE

7775 Main St. N.E.. Fridley, MN 55432 P: 763.754.2899 | F: 763.767.7316 www.albrechtsigncompany.com

Client:

Knutson Construction

Project: MN Dept. of Human Services CABH 2301 Transportation Road NE Willmar, MN 56201

Start Date: 11.26.2019 Last Revision Date: 02.25.2020 Job Number: 33483 Drawing Revision: 3 Sales Representative: DM Designer: MF

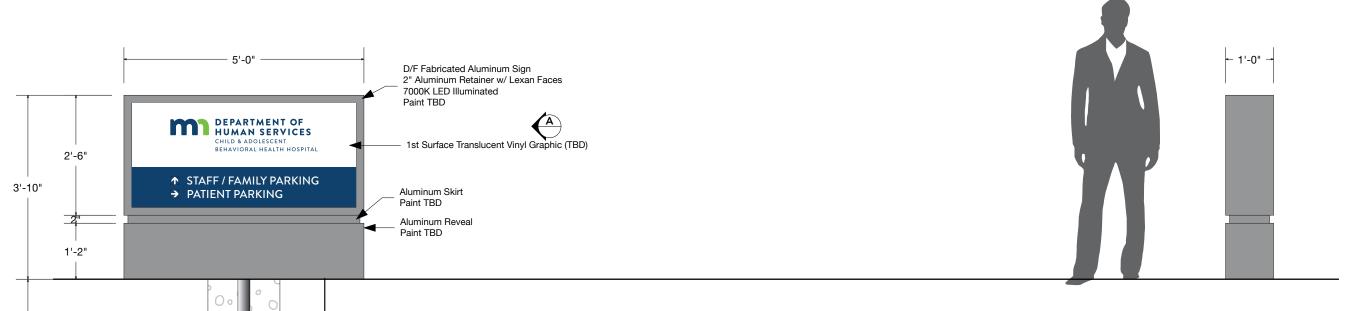
Customer Signature of Approval

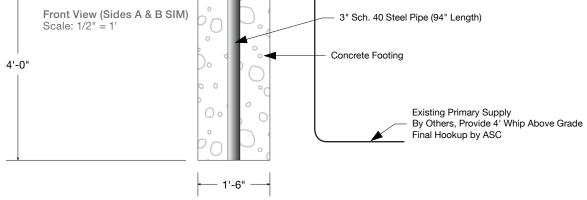
LED Module	Power Supply	
Tap Out 48	Meanwell 150 12	
8	1	

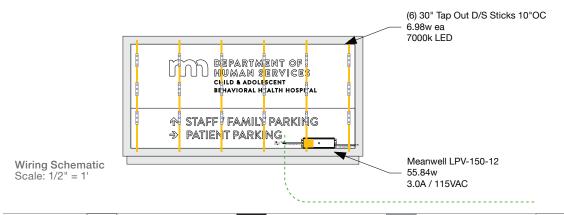


This Sign Intended To Be Installed In Accordance With The Requirements Of Article 600 Of The National Electrical Codes. This Includes Proper Grounding LISTED & Bonding Of Sign.

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| Color: | N/A | EX-200 | C1709 |
|----------------|-----|-----|-----|-----|-----|-----|-----|--------------|--------------------|
| Paint Finish: | N/A | D/F Monu | ument Sign |
| Vinyl: | N/A | Quantity: 2 | Square Feet: 19.16 |
| Digital Print: | N/A | Single Face: | Illuminated: |
| Other: | N/A | Double Face: | Non-Illuminated: |



DESIGN | FABRICATION | INSTALLATION | SERVICE

7775 Main St. N.E., Fridley, MN 55432 P: 763.754.2899 | F: 763.767.7316 www.albrechtsigncompany.com

Client:

End View Scale: 1/2" = 1'

Knutson Construction

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Start Date: 11.26.2019 Last Revision Date: 02.25.2020 Job Number: 33483 Drawing Revision: 3 Sales Representative: DM Designer: MF

Revision Update 01 02 "HOSPITAL" copy 03 04 05 06 07 80 09

Customer Signature of Approval

LED Module	Power Supply
Tap Out 30	Meanwell 150 12
8	1



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